

# EQUITY & DIVERSITY POLICY

# SHREEL FOUNDATION



Shastri Nagar, Thadi Dulampur, Deoghar, Jharkhand, 814114

Mob: +91 9939449947 / +91 8409798990

web: [www.shreelfoundation.org](http://www.shreelfoundation.org)

email: [info@shreelfoundation.org](mailto:info@shreelfoundation.org)

## **Equity & Diversity Policy**

### **1. Preamble**

- At Shreel Foundation, it is believed that every person deserves equal opportunity and respectful treatment.
- A work environment is maintained where all individuals – staff, volunteers, and beneficiaries – are treated with dignity, regardless of their background.
- Diversity is seen as a strength that adds value to the organization's mission and work.

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### **2. Objective**

- The purpose of this policy is to promote equity, respect, and inclusion within all organizational activities and spaces.
- No discrimination is done on the basis of gender, caste, religion, language, disability, or economic and social background.

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### **3. Key Principles**

- Everyone is treated equally and respectfully in all activities.
- Discrimination, harassment, or exclusion of any form is not accepted.
- Social, cultural, and personal diversity is acknowledged and welcomed.

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### **4. Practical Implementation**

- During recruitment, task distribution, or training, the focus is kept on capability and suitability, not on caste, gender, or background.
- All team members and volunteers are made aware of this policy during orientation or internal discussions.
- In daily work, fair and inclusive practices are followed consciously.

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### **5. Complaint Handling**

- If any person feels discriminated against or disrespected, they can share the issue directly with the Secretary or Program In-charge, orally or in writing.
- The issue is listened to carefully and handled with confidentiality and sensitivity.
- Every effort is made to resolve it through mutual understanding and fairness.

## **6. Responsibilities**

- The Secretary is responsible for overall compliance with this policy.
- Program Managers and team leaders support the implementation at field and program level.
- All employees and volunteers are expected to cooperate in maintaining an inclusive environment.

## **7. Review**

- This policy remains in practice unless the organization decides to revise it based on experience.

Approved by  
**Secretary, Shreel Foundation**  
Dated: 21.05.2024